

Chapter 13 Case

- ☐ **Filing fee of \$235.**
If the fee is to be paid in installments, the debtor must file a signed application for court approval. Official Form 3A and Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Administrative fee of \$39.**
If the court grants the debtor's request, this fee is payable in installments.
- ☐ **Voluntary Petition (Official Form 1).**
Names and addresses of all creditors of the debtor.
Must be filed **WITH** the petition. Rule 1007(a)(1), Fed.R.Bankr.P.
- ☐ **Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b),** if applicable. Must be filed with the petition or within 15 days. 11 U.S.C. §§ 342(b); 521(a)(1)(B)(iii); 707(a)(3).
- ☐ **Notice to debtor by "bankruptcy petition preparer,"** if applicable.
Must be filed **WITH** the petition if prepared by a "bankruptcy petition preparer." 11 U.S.C. § 110(b)(2)(B); Official Form 19B.
- ☐ **Statement of Social Security Number (Official Form 21).**
Must be submitted **WITH** the petition. Rule 1007(f), Fed.R.Bankr.P.
- ☐ **Exhibit D to Official Form 1.**
Certificate of Credit Counseling and Debt Repayment Plan. (Or § 109(h)(3) certification and motion or § 109(h)(4) request).
Required if the debtor is an individual. Exhibit D must be filed **WITH** the petition. The Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 15 days. If applicable, the § 109(h)(3) certification and motion or the § 109(h)(4) request must be filed **WITH** the petition. Rule 1007(b)(3) & (c), Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" as defined in 11 U.S.C. § 110.**
Must be filed **WITH** the petition if the "bankruptcy petition preparer" prepares the petition. 11 U.S.C. § 110(h).
- ☐ **Statement of current monthly income, etc. (Official Form 22C).** Must be filed **WITH** the petition or within 15 days. Rule 1007, Fed.R.Bankr.P.
- ☐ **Schedules of assets and liabilities (Official Form 6).**
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6).**
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedules of current income and expenditures (Schedules I and J of Official Form 6).**
Must be filed with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement of financial affairs (Official Form 7).**
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P..
- ☐ **Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition.** Must be filed **WITH** the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Chapter 13 Plan.**
Must be filed with the petition or within 15 days. Rule 3015, Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to the attorney for the debtor.**
Must be filed within 15 days or any other date set by the court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.
- ☐ **Certificate of Completion of Instructional Course Concerning Financial Management (Official Form 23).**
Must be filed no earlier than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1328(b). 11 U.S.C. § 1328(g)(1) and Rule 1007(b)(7) & (c), Fed.R.Bankr.P.